

**IMPORTANT DATES FOR
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP) SCHOOLS
2016-17 SCHOOL YEAR**

Please note that the dates listed below are subject to statutory and administrative rule change.

June 1, 2016

- Deadline for DPI to receive the 2016-17 Notice of School's Intent to Participate form and the private school's special education program profile.
- If a private school expects to receive \$50,000 or more based on the SNSP pupil counts in the Intent to Participate and the private school intends on showing that it will be able to repay the SNSP payments made during the year, the private school must provide the department with the budget and cash flow report form from the department, including all required attachments.

July 1, 2016

- Schools may begin accepting student applications for the 2016-17 school year on this date.

August 1, 2016

- Deadline for private schools to submit a letter from the accrediting organization indicating the private school is fully accredited.
- Deadline for private schools to submit to the DPI one of the following:
 - A current certificate of occupancy that certifies the building and facilities meet all school codes.
 - If the municipality does not issue certificates of occupancy, the private school must submit a certificate of occupancy issued by the local or regional governmental unit with authority to issue certificates of occupancy.
 - A letter or form from the municipality in which the private school is located that explains that the municipality does not issue certificates of occupancy.
- If a private school expects to receive \$50,000 or more based on the SNSP pupil counts in the Intent to Participate and the private school has not provided acceptable evidence that it will be able to repay the SNSP payments made during the year, the private school must provide a surety bond for 25% of the expected payments based on the expected scholarships on the Intent to Participate.

September 1, 2016

- All participating private schools submit the September 1 count report to the DPI to generate a September state aid payment for those pupils.

September 16, 2016

- Participating private schools take the 3rd Friday in September count of SNSP pupils enrolled in their school and start preparing the 3rd Friday count report.

September 30, 2016

- DPI sends out the September state aid payments to participating private schools based on each participating private school's eligible applications and corresponding class list submitted to DPI by September 1, 2016.

October 1, 2016

- All participating private schools submit the 3rd Friday in September membership report with the corresponding class list by grade level and last name.

October 15, 2016

- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report, using a link emailed to each school from the DPI Data Management and Reporting Team.

November 30, 2016

- DPI sends out the November state aid payments to participating private schools based on each participating private school's 3rd Friday in September membership report.

December 15, 2016

- Deadline for all participating private schools to submit the 3rd Friday in September enrollment audit.

January 13, 2017

- Participating private schools take the 2nd Friday in January count of SNSP pupils enrolled in their private school and prepare a corresponding class list of SNSP pupils by last name within each grade level.

February 1, 2017

- All participating private schools submit the 2nd Friday in January membership report with the corresponding class list by grade level and last name.

February 28, 2017

- DPI sends out the February state aid payments to participating private schools based on each participating private school's 2nd Friday in January membership report, corresponding class list and eligible applications on file at DPI.

May 1, 2017

- Deadline for all participating private schools to submit the 2nd Friday in January enrollment audit.

May 31, 2017

- DPI sends out the May state aid payments to participating private schools based on each participating private school's 2nd Friday in January membership report.

June 30, 2017

- This date marks the end of the 2016-17 fiscal year for purposes of the 2016-17 financial audit that is due to DPI by October 15, 2017.

October 15, 2017

- Participating private schools must submit to DPI their financial audit for the 2016-17 school year.